|  |  |
| --- | --- |
| **Meeting / project name:** | Meeting 1 |
| **Time:** | 2:00 PM – 5:00 PM (02/03/2020) |
| **Location** | Meeting was held online by using Messenger |
| **Minutes prepared by:** | All team |
|  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Meeting objective** | | | | | | | |
| **Define the group project** | | | | | | | |
| 1. **Attendees** | | | | | | | |
| **Name** | | **Department / division** | | **Email** | | **Phone** | |
| Tran Ngoc Huy | | Back-end developer | | Huytngcs17581@fpt.edu.vn | | 0783447720 | |
| Le Tien Dung | | Database developer | | dungltgcs17626@fpt.edu.vn | | 0355316191 | |
| Nguyen Minh Tam | | Designer | | tamnmgcs16271@fpt.edu.vn | | 0942742877 | |
| Vu Tran Trung Hieu | | Front-end developer | | hieuvttgcs17144@fpt.edu.vn | | 0947770477 | |
| Le Tan Nguyen | | Tester | | Nguyenltgcs17499@fpt.edu.vn | | 0797956950 | |
| 1. **Agenda & notes** | | | | | | | |
| **Topic** | | | | **Owner** | | **Due date** | |
| Roles | | | | Everyone | | 02/03/2020 | |
| Group project | | | | Everyone | | 02/3/2020 | |
| 1. **Actions** | | | | | | | |
| **Action** | | | | **Decision** | | | |
| Define roles for members | | | | E ach member will have a main role, in addition they also have to participate in other roles throughout the project process. | | | |
| Discussion on the group project | | | | Learn about project goals and deadlines | | | |
| 1. **Next meeting** | | | | | | | |
| **Date** | 09/03/2020 | | **Time** | 2:00 PM – 5:00PM | **Location** | | Will be held online by using messenger |
| **Objective** | Analysis the project requirements | | | | | | |